



Job Opportunity

State Controller's Office

Position: Staff Service Analyst/Training Officer I

Statewide

Location: Personnel/Payroll Services Division
300 Capitol Mall, Sacramento, CA 95814

Issue Date: February 8, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Dave Edwards, (916) 445-6983

Who May Apply: Individuals who are currently in this classification or eligible for lateral transfer, T&D or promotion. Only those most qualified will be interviewed.

California Relay Service: 1-800-735-2929

Position Number(s): 051-220-5157-XXX
051-220-5197-002

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under the general direction of the Manager, Customer Support Section (SSM II), the incumbent is responsible for a major statewide program area and will provide needs assessment, consultation, and training services. The position, on behalf of control agencies or program administrators (e.g., DPA, SPB, SCO, SCIF, EDD) and acting as a Civil Service system-wide representative for over 150 state departments, evaluates program needs, goals, administrative policies, processes, procedures and performance, and integrates via development, enhancement or corrective activities, into the statewide training programs, conferences, workshops and related training services. Specific duties will include, but not be limited to the following.

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

"The level of duties will correspond with the classification level of hire."

- Plan, organize, develop, and deliver statewide training programs conducted on a civil service system-wide basis in Sacramento and four regional geographic areas throughout California.
- Plan, organize, develop, and deliver specialized civil service system-wide conferences, workshops, and technical forums, as well as individual departmental training sessions and workshops; and provide other training services such as review of departmental on-the-job training materials, programs, and training aids, upon request.
- Conduct, on behalf of and in conjunction with control agencies or program administrators, statewide needs assessments involving the effectiveness of administrative performance and compliance with program objectives.
- Act as a civil service system-wide consultant and provide guidance to control agencies, program administrators, and departmental management regarding the continuous evaluation of assigned program areas related to the overall cost effectiveness, quality control, and relevancy of the state's



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



commitment in meeting program goals.

- Conduct analytical projects to integrate new training developments, program expansion, and state-of-the-art capabilities.

Desirable Qualifications:

- Strong background in Personnel and an understanding of Personnel policies and procedures;
- Ability to travel throughout the State in delivering statewide training programs;
- Background in providing presentations or training to groups;
- Strong customer services skills;
- Ability to tactfully communicate ideas;
- Ability to work independently and use good judgment.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Personnel/Payroll Services Division

P.O. Box 942850

Sacramento, CA 94250-5875

Attn: Dave Edwards